NASA Procedural Requirements

NPR 1400.1E

Effective Date: July 15, 2011
Expiration Date: July 15, 2016

COMPLIANCE IS MANDATORY

Printable Format (PDF)

Request Notification of Change (NASA Only)

Subject: NASA Directives and Charters Procedural Requirements

Responsible Office: Office of Internal Controls and Management Systems

Preface

P.1 Purpose

a. This directive describes the responsibilities and requirements for creating, revising, reviewing, approving, publishing, and canceling NASA directives and Agency-level charters.

b. This directive provides specific instructions pertaining to the development, content, processing, and waiving of Agency-level and Center-level directives.

P.2 Applicability

a. This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This directive applies to the Jet Propulsion Laboratory and other contractors only to the extent specified or referenced in the appropriate contracts.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this directive, "Agency-level directives" refers to directives with Agency-wide applicability (e.g., NPDs, NPRs, and NIDs).

d. In this directive, "Center-level directives" refers to directives with Center-specific applicability (e.g., CPDs, CPRs, and CIDs).

e. In this directive, "NASA directives" refers to both Agency-level and Center-level directives.

f. In this directive, "NASA Charters" refers to those charters that govern councils, boards, committees, panels, and working groups upon which membership is Agency wide.

g. In this NPR, "Center-level charters" refers to those charters that govern councils, boards, committees, panels, and working groups upon which membership is limited to the specific Center.

h. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

i. This directive is applicable to NASA directives developed or revised after the effective date of this NPR.

P.3 Authority

NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements.

P.4 Applicable Documents and Forms

a. Inspector General Act of 1978, 5 U.S.C. App. § 4(a)(2), as amended.

b. Creating Labor-Management Forums to Improve Delivery of Government Services, Exec. Order No. 13522, 74 Fed. Reg. 66,203 (Dec. 14, 2009).

c. NPD 1000.0, NASA Governance and Strategic Management Handbook.

d. NPD 1000.3, The NASA Organization.

e. NPD 1001.0, 2011 NASA Strategic Plan.

f. NPD 1280.1, NASA Integrated Management System Policy.

g. NPD 1420.1, NASA Forms Management.

h. NPR 1441.1, NASA Records Retention Schedules.

i. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.

j. NHQ Form 117, Action Document Summary.

k. NHQ Form 184, NASA Directive Request Summary.

l. NHQ Form 279, Review Report/Additional Comments.

m. NHQ Form 280, Cancelled Directive(s).

n. NASA Form 422, Signature.

P.5 Measurement/Verification

a. Do developers follow the required processes specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR? To determine process compliance, the Office of Internal Controls and Management Systems monitors the

processing of each Agency-level directive through the NASA Online Directive Information System (NODIS) and the subsequent signature process to ensure that all process steps and requirements have been completed correctly by all of the process participants. See Verification Matrix A in Appendix C.

b. Do developers prepare directives in accordance with the requirements for the content and structure of directives that are specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR? To determine content compliance, the Office of Internal Controls and Management Systems reviews the contents of each Agency-level directive during the NODIS review and verifies that the content requirements have been met. See Verification Matrices B-1 and B-2 in Appendix C.

c. Are Centers following the content and process requirements of this NPR that are applicable to Centers for Center-level directives initiated or revised after the effective date of this NPR? To determine Center compliance with this NPR, Center Directors, or designees, determine and document compliance by applying a verification approach that is tailored to meet the needs of the Center. The Office of Internal Controls and Management Systems surveys the Centers and conducts spot-checks every three years to review Center documentation and implementation of Center-specific verification activity. See Verification Matrices C-1 and C-2 in Appendix C.

d. Does the Office of Internal Controls and Management Systems fulfill its responsibilities as specified within this NPR? To determine the Office of Internal Controls and Management Systems' compliance with the requirements contained in this NPR, internal and external auditors responsible for verifying Headquarters requirements and processes evaluate the Office of Internal Controls and Management Systems' performance against the requirements contained within this NPR.

P.6 Cancellation

NPR 1400.1D, NASA Directives System Procedural Requirements, dated February 18, 2007.

/S/
Dr. Woodrow Whitlow, Jr.
Associate Administrator
Mission Support Directorate

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